

Fiscal Year 2017
South Baltimore Gateway Food Access Mini-Grant
GRANT GUIDELINES and REQUEST FOR PROPOSALS

Issued by Baltimarket Program
Baltimore City Health Department
7 E Redwood Street; Baltimore MD 21202

Information Session is on Wednesday, June 1, 2016.

Time: 3:00 to 4:30 p.m.

1001 E. Fayette Street

Fiscal Conference Room

Applications Released on Monday, May 23, 2016.

Applications are due by 4:00 p.m. on Friday, June 17, 2016.



Contents

I. Background and Process	3
A. Purpose	3
B. Funds Available	3
C. Applicant Eligibility	4
D. Information Session	4
E. Submitting the Application	4
F. Application Review	4
II. Application	5
A. Parts of the Application and Evaluation Criteria	5
Attachment A: South Baltimore Gateway Boundary Map	6
Attachment B: Project Areas, Award Amounts, and Performance Measures/Outputs	7
Attachment C: Payment Terms and Post-Award Procedures	9

I. Background and Process

A. Purpose

Food access is a priority in Baltimore City. Food deserts are located in the Cherry Hill and Washington Village/Pigtown neighborhoods of the South Baltimore Gateway. 17% of the residents in this area live in a food desert. This includes 30% of children and 15% of the seniors. Although 46% of the South Baltimore Gateway residents are black, they make up 90% of those living in food deserts. See Attachment A for a map of the area.

Baltimore City Food Access Strategy

In June 2015, the Baltimore Food Policy Initiative and the Johns Hopkins Center for a Livable Future released *Mapping Baltimore City's Food Environment: 2015 Report*.¹ The report identified food desert areas and laid out a comprehensive strategy for increasing access to healthy, affordable food in Baltimore's neighborhoods. The key areas of this strategy are to:

1. Retain and attract supermarkets
2. Improve non-traditional grocery retail options
3. Improve healthy food availability in the public market
4. Expand homegrown Baltimore to serve food desert neighborhoods
5. Conduct a transportation analysis

South Baltimore Gateway Food Access Funding

Funding for this initiative is provided from the City of Baltimore's Casino Local Impact Grant. This mini-grant is a collaboration between the Baltimore City Health Department and Baltimore's Local Development Council to implement Baltimore's Food Access Strategy in the South Baltimore Gateway.

B. Funds Available

Competitive funds are available from July 1, 2016 – June 30, 2017 on a **reimbursement** basis: **\$45,000**. Projects are described in Attachment B.

Applicants can apply for either 1 Urban Oasis Grant (\$10,000) or up to 4 Sow-A-Seed Grants (\$1,000 each) per application.

Organizations wishing to apply for both an Urban Oasis Grant (\$10,000) and Sow-a-Seed Grants must submit 2 separate applications.

Applicants must state in their application both the award type they are applying for and the project area. Applicants applying for more than 1 Sow-A-Seed Grants (\$1,000 each) may apply for multiple project areas. For example, an applicant could submit one application for 3 Sow-A-Seed Grants (\$3,000 total): 2 in nutrition education and 1 in anti-hunger. An applicant could also submit a separate application for 1 Urban Oasis Grant (\$10,000) for anti-hunger.

¹<http://archive.baltimorecity.gov/Government/AgenciesDepartments/Planning/BaltimoreFoodPolicyInitiative/FoodDeserts.aspx>

C. Applicant Eligibility

Eligible applicants are not for profit organizations: government, health advocacy/education, community, religious, colleges, universities, senior citizens, and ethnic. For-profit entities serving the populations outlined in this RFP are also eligible to apply. Individuals are not eligible.

Applicants must propose work that will impact the South Baltimore Gateway. Projects that do not impact residents of the South Baltimore Gateway will not be considered.

Special consideration will be given to projects that serve low-income or food desert residents. See Section II.A.: Application: Parts of the Application and Evaluation Criteria for full scoring criteria.

D. Information Session

An Information Session will be held (SEE COVER PAGE FOR DATE). Before the Information Session, you may email questions to Laura Flamm at Laura.Flamm@baltimorecity.gov, and your questions will be answered at the Information Session.

E. Submitting the Application

Applicants must submit the *entire* application by email as a Word document or PDF.

► ***The final and complete application is due by 5:00 pm on the due date. Applications sent after 5:00 pm on the due date are late and will not be reviewed.***

Send the application to:

Laura Flamm, Director
Baltimarket and Food Access
Baltimore City Health Department
Laura.Flamm@baltimorecity.gov

F. Application Review

BCHD will establish a review committee to score the applications. One member of the review committee will be designated by the Casino Local Development Council. Applications will not be accepted from organizations that are represented on the review committee because of the conflict of interest. Each reviewer must sign a Conflict of Interest Assurance for *each* application reviewed. The Assurance attests that the reviewer is not on the board of the organization nor does the reviewer, or a family member or partner, have a financial or political relationship with the organization and its application.

Numeric evaluation values are assigned to each section (see Section II.A.: Application: Parts of the Application and Evaluation Criteria). Three reviewers score each application; these are summed and averaged to achieve a final score.

II. Application

Use the Application Template, following instructions and word limits. If you do not have the Application Template, email Laura.Flamm@baltimorecity.gov for a copy.

A. Parts of the Application and Evaluation Criteria

- Cover Page
- Capability of the Organization – 10 points
What is the mission of your organization? What experience do you have in food-related work?
- Target Population and Food Desert Focus – 20 points
Describe your target population (use socioeconomic and demographic indicators where possible). What geographic area within the South Baltimore Gateway will you serve? (See Attachment A for a map of the South Baltimore Gateway.) Is the targeted area designated as a Food Desert in the 2015 Food Environment Report? (Available for download at <http://archive.baltimorecity.gov/Government/AgenciesDepartments/Planning/BaltimoreFoodPolicyInitiative/FoodDeserts.aspx>) If it is not designated as a food desert, what other barriers does your target population have to accessing healthy food (ex: income, vehicle ownership)?
- Work Plan – 25 points
Use the project area, activities, and performance measures/outputs included in Attachment 2 to fill out the template. If you are applying for more than one project area, fill out separate lines for each project area.
- Narrative – 15 points
Describe the proposed activities. How will you meet your proposed deliverables? How will you track progress?
- (Optional) Food Justice Community Conversation – 5 bonus points
Will you host a Food Justice Community Conversation? How many people will attend? How will the community conversation inform your work? (To download, fill form at: <http://www.baltimarket.org/neighborhood-food-advocates/community-conversation/>)
- Community Support – 10 points
Does the community support your project? Who are your community partners? Recommended: provide a Letter of Support from a neighborhood organization, community-based organization, or other community collaborator.
- Budget Template & Salary and Fringe Worksheet – 10 points
A complete budget, salary, and fringe must be submitted on the forms included in application.
- Budget Justification – 10 points
Use the sample in the application for the Budget Narrative. If personnel costs are included, describe what the staff member or position will do, relationship to other staff, and role in the project. Briefly state why the position or purchase is necessary to support the project.

Attachment A: South Baltimore Gateway Boundary Map

South Baltimore Gateway Plan



Attachment B: Project Areas, Award Amounts, and Performance Measures/Outputs

Total FY16 Grants funding: \$45,000

Applicants can apply for either 1 Urban Oasis Award (\$10,000) or up to 4 Sow-A- Seed Awards (\$1,000 each) per application. Organizations wishing to apply for both an Urban Oasis award (\$10,000) and a Sow-A- Seed Award must submit 2 separate applications. Applicants must state in their application both the award type they are applying for and the project area. Applicants applying for more than 1 Sow-A- Seed Award (\$1,000 each) may apply for multiple project areas. For example, one applicant could submit one application for 3 Sow-A- Seed Awards (\$3,000 total): 2 in nutrition education and 1 in anti-hunger. An applicant could also submit a separate application for 1 Urban Oasis Award (\$10,000) for anti-hunger.

In each project category, the Award Committee will strive to award EITHER 1 \$10,000 Urban Oasis award OR up to 5, \$1,000 Sow a Seed awards. Final awards will be impacted by the spread of applications received.

Projects	Performance Measures/Outputs
Nutrition Education: Educate residents about the benefits of healthy eating and home cooking. Favorable applications will: <ul style="list-style-type: none"> • Support, expand, or establish nutrition education campaign or cooking classes in the South Baltimore Gateway • Conduct a focused, data-driven, and community-informed campaign or classes tailored to the target population • Train and support community leaders and advocates • Increase linkages to healthy food and promote healthy eating habits 	# of educational workshops # of people educated # of people reached with information about healthy food # of people taking part in Food Justice Community Conversation (optional)
Community Gardens/Urban Farms: Grow food in the South Baltimore Gateway. Favorable applications will: <ul style="list-style-type: none"> • Support, expand, or establish community gardens or urban farms in the South Baltimore Gateway • Train and support community leaders and advocates • Increase linkages to healthy food and promote healthy eating habits 	# of people with increased access to healthy food # of people taking part in Food Justice Community Conversation (optional)

Projects Cont.	Performance Measures/Outputs
<p>Farmer Markets and Farm Stands: Provide fresh local food for sale to community residents, especially low-income consumers. Favorable applications will:</p> <ul style="list-style-type: none"> • Support, expand, or establish farmers markets or farm stands in the South Baltimore Gateway • Support, expand, or establish Electronic Benefit Transfer, Women, Infant & Children (WIC), or Farmers’ Market Nutrition Program promotion efforts at farmers markets or farm stands in the South Baltimore Gateway • Train and support community leaders and advocates • Increase linkages to healthy food and promote healthy eating habits 	<p># of people with increased access to healthy food # of people taking part in Food Justice Community Conversation (optional)</p>
<p>Working with Food Retailers: Expand stocking and sales of healthy food for individuals within community. Favorable applications will:</p> <ul style="list-style-type: none"> • Support, expand, or establish healthy stores partnerships in the South Baltimore Gateway • Use existing resources such as the Baltimarket Healthy Stores program • Train and support community leaders and advocates • Increase linkages to healthy food and promote healthy eating habits 	<p># of people with increased access to healthy food # of people taking part in Food Justice Community Conversation (optional)</p>
<p>Anti-Hunger: Fight hunger for community residents by expanding federal nutrition programs and emergency food. Favorable applications will:</p> <ul style="list-style-type: none"> • Support, expand, or establish linkages to Supplemental Nutrition Assistance Program, Summer Meals, Afterschool Meals, School Breakfast, WIC, food pantries, and/or soup kitchens in the South Baltimore Gateway • Train and support community leaders and advocates • Increase linkages to healthy food and promote healthy eating habits 	<p># of people with increased access to healthy food # of people taking part in Food Justice Community Conversation (optional)</p>

Attachment C: Payment Terms and Post-Award Procedures

A. Payment Terms

- **Payment:** To receive payment for services, the performance measures must be completed, a final report must be submitted, and an invoice must be prepared showing that reimbursement is needed.
- **Documentation:** You should keep records of the following items for future audits:
 - *Attendance:* for activities and events, provide dated sign-in sheets, with participants' names, addresses, and phone numbers.
 - *Receipts:* a receipt may be a cash receipt, a bill of lading, or an invoice for services or goods purchased, or a similar document with a date of purchase, the vendor name, address and phone number, cost of commodity or services
- **Compliance Visits:** Notify the Program Director of your hours of operation. The Director may make unannounced site visits to program sites.
- **Additional Requests for Progress Reports:** You may be asked to:
 - Participate in and report on project status to the Baltimore City Baltimarket Program and Baltimore Local Development Council
 - Participate in community meetings and periodic site visits scheduled by Baltimore Local Development Council

B. Contract Requirement

Every contractor that receives an award is required to enter into contract with the City of Baltimore. A contract that results from the FY16 awards must be completed, approved and signed by all parties within BCHD and other City agencies (Law Department, Finance, Audits, Board of Estimates, Bureau of Disbursements), and the contractor, before payment can be disbursed.

The following items may be required to initiate a contract:

- Signatory letter that indicates who is authorized to sign agreements for the entity
- Report of minority and/or women-owned business status
- Nonprofit and/or IRS letter; for example: 501(c)(3) or other status
- Certificate of liability insurance
- Certificate of good standing from the Maryland Department of Assessments and Taxation
- Budget forms

C. General Terms and Conditions

1. BCHD is responsible for administering reimbursement of services performed under this program. Payment is based on invoices with supporting source documentation and inclusion of performance measures. Every effort will be made to make payment under the contract agreement within 45 days of receipt of an approved invoice.

2. As the food access grantee, BCHD is responsible for the proper stewardship of all grant funds and activities. Contractors must establish sound and effective business management systems to ensure the proper stewardship of funds and activities.
3. Compliance with tax obligations: prior to the execution of a contract, the contractor must be in good standing to do business in the State of Maryland.
4. Confidentiality: all records and other personally identifying information must be maintained in a secure place, preferably in locked files and in accordance with federal and state laws governing confidential information.
5. City of Baltimore contract item: the City reserves the right to increase or decrease the contract award within the funding period due to failure to achieve contracted goals and objectives by June 30, 2017.

D. Insurance and Non-Discrimination Requirements

Prospective contractors must comply with Baltimore City contracting requirements:

1. Insurance: Based on the proposed scope, applicants may be asked to provide proof of professional liability insurance, commercial general liability insurance, criminal liability insurance, and/or business automobile liability insurance. If services of personnel are involved, Workers' Compensation coverage will be required for work done under the agreement as required by the State of Maryland.
 - For required coverages, the Mayor and City Council of Baltimore, its elected/appointed officials, employees, and agents shall be covered, by endorsement, as additional insureds with respect to: liability arising from any activities performed by or on behalf of the contractor in connection with the Agreement.
 - Insurance that is required shall be placed with insurers with a Best's rating of no less than A: VII, or, if not rated with Best's, with minimum surpluses the equivalent of Best's surplus size VII, and said insurers must be licensed/approved to do business in the state of Maryland.
2. The contractor shall comply with the City's conflict of interest policies, non-discrimination policies, and unfair labor practice policies as specified in the contract.